



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
NAVAL AIR STATION
WHITING FIELD
MILTON, FLORIDA 32570-5000

IN REPLY REFER TO
NASWFINST 5370.4A
Code 18400

SEP 22 1992

NASWF INSTRUCTION 5370.4A

Subj: STANDARDS OF CONDUCT FOR MILITARY PERSONNEL OCCUPYING OFF-BASE HOUSING

Ref: (a) OPNAVINST 11101.21D
(b) NAVFAC P-930

1. Purpose. To prescribe standards of conduct for military personnel residing in the civilian community as required by references (a) and (b). This instruction has been completely revised and should be read in its entirety.

2. Cancellation. NASWF 5370.4.

3. Policy. Military personnel and their dependents, while occupying off-base housing, will abide by all local laws and ordinances and the provisions of leasing agreements which are binding contracts. They will extend the same respect toward citizens and their property as is required while living on-base. Failure to comply will tend to negate the substantial gains currently realized and the attainment of full community acceptance of all military personnel and their families.

4. Responsibilities. The relationship between the military tenant and landlord is an important one. Each has special responsibilities toward the other. Exemplary behavior on the part of all military personnel and their dependents in safeguarding private property and good housekeeping practices is essential in obtaining full community support. If the landlord fails to abide by the terms of the lease, the military tenant will make a report to the Housing Referral Services Office.

5. Standards. The following reminders will contribute to the continued enhancement of the image of military personnel and their dependents in local communities:

- a. Pay rent and other fees by the due date.
- b. Conserve utilities.
- c. Maintain the interior and exterior of dwellings in a high state of cleanliness.
- d. Control children and pets.
- e. Avoid damage to private property; if damage does occur, make necessary repairs or pay assessments promptly.
- f. Learn and abide by all house rules, particularly in multiple dwelling units.
- g. Notify owner or manager promptly of needed repairs.
- h. Avoid disturbance of your neighbors by late evening noises.
- i. Read and fully understand the terms of your lease agreement, and abide by them.

NASWFINST 5370.4A

SEP 22 1992

j. Properly notify owner or manager of your intent to vacate whether for non-renewal of lease, transfer orders or other provisions of NAS Whiting Field's military clause. An example would be termination of lease with 30 days written notice upon assignment to family housing or bachelor quarters.

k. Leave the facilities in a clean undamaged condition, ready for immediate occupancy. This should be done even if it is not spelled out in the leasing agreement.


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